

MONTANA CHILDREN'S TRUST FUND

BOARD MEETING

September 23, 2013

CALL TO ORDER

The Montana Children's Trust Fund Board meeting was called to order and welcoming comments made by new chairperson Mary Gallagher at 8:30 am.

AGENDA

With no objection the agenda with its changes was approved.

INTRODUCTIONS

Mary reintroduced Richard Oppen the Director of DPHHS. She expressed her thanks and appreciation to Richard for his participation. He thanked those in attendance for serving as volunteer members of the Montana Children's Trust Fund, fielded questions, and gave a brief background of his experience and community involvement, and discussed that the Department is working with a lot of different providers to create a common agenda for the next legislative session. Mary suggested he return to talk to the board to talk when he sees the things department is doing that may impact the trust fund. She'd like to keep all communication open and keep clarity on appropriate channels to the Governor's office when the CTF has legislative or other matters of concern. The Board discussed funding, budget reports from the Dept and support for grant proposals as they come up from the Director's office and the Governor's Office.

MEMBERS PRESENT

Mary Gallagher, Patty Butler, Roberta Kipp, JoAnn Eder, and via phone Lisa Stroh for part of the call.

STAFF & GUESTS PRESENT

Jamey Petersen, Nicole Johnson, Vicki Turner, Mae Schwatz, Sheri Vukasan, Richard Oppen, Melisa Syness-Kaiser

MINUTES

Minutes of the last several meetings will be sent out prior to the next meeting as the drafts were not ready.

REPORTS

FINANCIAL

Mae Schwatz & Sheri Vukasan gave the financial report and reviewed each report section. Applications are in for the 2014 grants. Board discussed what cash is available to spend, what monies are available above appropriation authority, where that appropriation money comes from and monies spent July 1,

2011-June 30, 2012, the fund balance with examples for getting the appropriation authority and timeframes to do so. Suggestions for a January 2014 timeline to begin discussions about projects and expenditures for the next fiscal year and by July, 2014 be prepared to ask for appropriation funds since it takes time to get the process accomplished. An explanation was given regarding funds/grant funds being obligated by a date certain, then to be liquidated. Finance will adjust the financial statement's format to make it easier to read. All agreed that this new format is easier and helpful.

MONTANA PURPLE PROJECT- Contractor HMHB's Report

Executive Director Melisa Kaiser Synness provided a quarterly report on the project stating having an RN on staff has been helpful but they have had challenges getting into certain hospitals. She then reported on the number and status of the hospitals around the state getting on board with the program; their hope of further partnering with the Best Beginnings Council and Early Childhood Coalitions for Dose 2; The Board inquired about when the Project will reach the 80% of newborn children whose parents have received shaken baby prevention information and requested they push for 80% by April, 2014 and requested Melissa provide input by the next meeting.

Melissa reports they realize they need to be better at reporting; they are reducing the RN hours and hiring a program manager for more efficient use of time. On the data collection goal, the Board wants a white paper regarding the issues and challenges about data collection given that many hospitals data systems are changing and there is a challenge in how infant deaths recorded. We need information on the causes of death of kids from 0-17. A request was made to have some information available for the board members at the next board meeting. Mary asked Melissa to briefly explain the bridge between Dose 1 Development and Dose 2 and how we can involve our grantees in education about PURPLE.

Essentials For Childhood Grant proposal

Mary reported the proposal was submitted and was sent to the Governor's office for approval. Grant awards will be made by October, 2013. A suggestion was made that the Board needs to keep an updated Board calendar.

GRANT MANAGER Report

Jamey Petersen gave a brief report on the following:

- Scholarship: The Trust was able to cover all the scholarship requests for the ACEs Summit and the CAN conference. Jo Ann Eder's Edwards Foundation provided scholarships to the ACES summit for Native American representatives. Jamey is handling registration for our grantees.
- Grantees Meeting agenda was discussed as were ideas for next year's meeting.
- Development Strategy: Jamey stated that all CFT website links have been updated. She is working on a banner and other features and soon will be able to add features including a better option for the Giving Page.
- Grantees & Contracts: Jamey condensed the grantee reports into one page documents and suggested the board review them on their own. The Plentywood Community Incentive Program decided not to renew it's contract due to staffing changes. A request was made that when the Grantee award letter sent out, the board members be provided a copy. The Board discussed the application process and how to streamline it making it available on line. Vicki reported she & Jamey met with the people from Montana Interactive to get suggestions on the issue. Jamey will

research putting together a new system for applications and reports.

VISTA

- Nicole Johnson provided a draft of a Fall newsletter she created with special features (QR) Code on the front of the newsletter that links directly to the website. Upcoming events can be featured. Copies of the newsletter will be available at the next meeting. Board expressed its pleasure with the draft and a suggestion was made to identify the Board members in the newsletter and include a way to contact the board member via email; include statewide events not just noting events going on in Helena; input from grantees who could be asked to identify 2 events in their community for the newsletter.
- Events—Lewis & Clark Brewery has a community event night & has offered Children's Trust Fund as a recipient. It will be on 11/19 and the Trust will get a percentage of the proceeds from the event. Good way to get sponsorships. Nicole then gave a brief report on the Halloween Fun Fest, a free Helena community event with kid games and information tables and will be held at the Helena YMCA on October 27th. The YMCA offered their volunteers, staff and materials for the event. Nicole is working on getting sponsorship & donations for the event to offset any costs to the Trust Fund. November & December event ideas were discussed. Team working on getting sponsorship for the November & December events. This is a great public awareness opportunity to get donations.
- Publications/Banner/Thank You Note/Signage—Nicole designed CTF letterhead, a banner, etc. for approval by the board. Board approved letterhead, envelopes, remittance cards, return envelopes, 2000 thank you notes, etc.

MOTION: Motion made by Roberta to go ahead and order letterhead, thank you notes & envelopes. Motion seconded by Jo Anne. Motion carried. Mary clarified the motion to order 2500 premium letterhead; 2000 thank you notes & envelopes; 5000 of the 6 ¾ remittance envelopes.

LUNCH **OLD BUSINESS**

- NATIONAL ALLIANCE BOARD representation—A letter from Teresa Rafael from the National Alliance for Children's Trust and Prevention Funds stated they would accept the MT CTF Board decision to continue Betty Hidalgo as the representative to the Alliance Board through the last 2 years of her term. Betty will attend the National Alliance Board annual membership meeting in Seattle on November 19th & 20th. Betty will report on the meeting at the next board meeting including a copy of the Parade of States booklet with facts & figures about how other state's trust funds are set up.
- CDC Grant declined. The CDC rejection document was provided to the board for discussion. Ideas, comments & further suggestions were discussed for the future when applying for a CDC grant. All agreed that the feedback document was helpful for the future.
- GARRITY PEER REVIEW OF 2013. Mary reported that we now have the Garrity Peer Review documents. were sent to them. Since CBCAP no longer requires the peer review we may not need such a detailed process. The Board discussed the value of the review and self-assessment and decided to ask Judy for a summary document and recommendations regarding Peer Review

processes to better strategize at our next meeting about inclusion of the peer review process in our contracts. for the future. Jamey and Mary will finalize a contract for peer review services.

- **COMMITTEE REPORT**

- **RELATIONS COMMITTEE**—Jo Ann gave a brief report of the committee's charge and addressed each item on the committee's agenda with regard to the role of the Department and the role of the CTF Board. A date will be set for the strategic planning in December and any remaining concerns can be addressed at that time.

NEW BUSINESS

- **CAN AWARENESS EVENTS & FUND RAISING**—Mary gave her thoughts about the event coming up this week and about weaving into all our Board goals and strategic planning as well as our contracts the expectation of an understanding child abuse and neglect effective strategies, philosophies, adverse childhood experiences, and particularly protective factors into our work. Jamey gave a brief report on upcoming events, wanting media coverage, wanting the participation from the governor's office, etc and ideas for April's CAN Awareness month.
- **CONTACTS & RESPONSE TIME TO JAMEYW/REQUESTS**—Mary stated that one of Jamey's concerns is the response time in emails from the board to her inbox. Board discussion was to minimization of the volume of emails to and from Jamey; one key is to keep the calendar updated so the board members know what's scheduled, what will be on the agenda for a board meeting; it is incumbent on the member to keep apprised of what is going on; the best form of board communication is still email and all agreed that an updated calendar will make it easier on everyone.
- **GRANT MANAGER WORKPLAN - 3-6 months**—Mary requested that Jamey put together a draft work plan for the board for discussion/review. Jamey provided her job description and work plan and shared a copy of a working calendar she found for when the board puts together the 2014 calendar. Jamey discussed her monthly activities, scheduled meetings, site visits, upcoming events, etc. Peer review has been put on hold for the moment until she can contact Judy. 1st Quarter reports are coming due from the grantees. She and Nicole are working on events and believes as they build awareness, they can build their volunteer base. Jamey would like the board to address how they want to work on the development plan and it will be put on the Strategic Planning agenda.
- **VISTA WORKPLAN - 3 months**—Nicole gave a brief report on the Vista work plan for the next three months month by month. The meetings she will be attending, the upcoming events & her role. Questions were asked and answered. More discussion ensued and on the procedure for Nicole to continue.
- **VISTA for next year**—discussion ensued on the procedure for funding. Jamey sent in the application to continue with Vista next year.
- **PLENTYWOOD GRANT/GRANT FUNDS GREAT FALLS**—Mary Board has decision to make with regard to the available funds not used by Plentywood in the amount of \$12,000. Ideas include a CAN information "center"; Great Falls as a targeted area in need of assistance; mini grants for x topics under \$5,000-perhaps contact GF Best Beginnings Coalition to inquire where mini grant might be needed there; discussion about grant criteria. Letter of interest will be drafted; discussion on the Prevent Child Abuse proposal strengths and limitations; CTF has line item for both mini grants and one for special projects fund of \$75,000 plus the \$12,000 from the rejected Plentywood grant. The \$75,000 had been set aside for the capacity building and

technical support. The Board agreed to discuss allocation of these funds at the Strategic Planning meeting.

MOTION: Motion made by Patty Butler that the Montana's Children's Trust Fund to initiate a letter of interest to the Best Beginnings Coalition in Cascade County for the amount of \$5K in the area of child identification and the prevention of child abuse & neglect with the outcomes and timelines to be determined. Motion seconded. Motion carried.

Patty will draft letter and share with the board. Another member of the board will initiate contact with coalition.

Inquiry as to who will be attending the BBC advisory council meeting in Helena on October 10th? All the coalitions will be reporting out of that; committees will be reporting on what's being done throughout the state in social emotional/family services, overview of their strategic plan will be covered. The Grantees are invited to attend.

MOTION: Motion made by JoAnne to fund the Great Falls program to the Great Falls Early Childhood Coalition with funds that have been returned from the Plentywood Grantee. Motion seconded. Motion carried. Clarification is to take the \$5,000 from the \$12,000 of the Plentywood Grant funds.

BREAK

- **PLAQUE for B. HIDALGO**—On Lisa's behalf, Mary reported that the Trust wanted to show their appreciation and thanks to Betty for all her years of service and work by presenting her with a plaque. Lisa volunteered to get it.

MOTION: Motion made by JoAnne to purchase a plaque for Betty Hidalgo in honor of her wonderful contribution to the children of Montana and her long years of service. Motion seconded. Motion carried.
- **BYLAWS**—Mary updated the board about the question of whether a board member need to be an occupant and resident of the state as it came up as an issue with a board member. The criteria was established by the governor's office/the state. Board has 2 seats open and if members know of interested persons they should have them apply. Suggestion to have board orientation at the next meeting for all the new board members.
- **ELECTION of BOARD OFFICERS**—
 - Nomination was made to nominate Mary Gallagher as the Chairwoman for 1 year. Seconded. Nomination approved.
 - Nomination was made to nominate JoAnn Eder as the Vice Chair for 1 year. Seconded. Nomination approved.
- **FINANCE COMMITTEE**—it was the consensus of the group to delay forming a finance committee until after the new board members are in place.
- **TECHNICAL ASSISTANT**—it was brought to the attention of the board the benefit of having a technical assistant. This topic is being deferred to the retreat's agenda. Conversation ensued about the minutes and note-taking. Currently, the meetings are recorded and transcribed by someone not affiliated with the Trust with concerns of accuracy and timing.

ANNOUNCEMENTS

- ACE training is Thursday & Friday at the Holiday Express at 9:30am.
- Regarding the Retreat—Mary's thoughts:
 - Larger & more fun goals

- Get a calendar in place to include state events that affect The Trust Fund
- Look at a public health model
- Development Plan
- Technical Assistant potential grant. There is a special projects grant in the amount of \$75,000 that could be used.
- Coordination & Collaboration with other state agencies to learn what they are doing & how it can fit in with the Trust Fund. Best Beginnings Coalition and who they would like to target.
- Amy & Jamey to talk about getting a web based application procedure & review. It is great because all the information is together at one place; database and reporting would be on that application. There is a setup fee & an annual charge to maintain it. Jamey is charged to prepare a proposal that is ready to go.
- Board comment on retreat: First: Feed us information that we need. Second: Hearing from Teresa to educate ourselves; what do we do with that information? What are our goals & objectives; Third: Do we need a TA, if so, what is job description? How can we make the board more functioning/efficient? Do we need a board to be more effective and functioning. If the board were larger can it be more effective—if so, then there could be more committees. Committees could then research anything coming up that affects the Trust Fund or that the Trust Fund would be interested in.
- Development Plan is the sustainability. First decide what to do & how is it going to be funded. This is the key.
- Facilitator for the meeting to keep the meeting and conversation on task within timeframes. Plan on 2 days. Dates discussed for December 9th and 10th. Jamey will attend. Just the board for the retreat discussion portion but have board meeting. A thought was to have the strategic planning meeting first then spend a few hours for the board meeting afterward to take care of the business we have to. All are encouraged to come in on Dec 8, 2013 so the Strategic Planning meeting could begin early; discussed other venues.
- Do they want a quick meeting critique at each meeting? Sometimes some people want to give feedback on the meeting they've attended. Patty thanked the leadership for a good meeting, and the people who put the meeting together & ending on time. Mary asked Jamey to send Lisa a printed packet.
- Patty asked the department fiscal folks about what would happen if there is a government shutdown re: the federal grants. From the way she understands it, with our fiscal year, Sherri & Mae will request & it will collectively go in to the department to do a maximum 5 day draw on any given grant. The department is working on it.
- Strategic Plan
 - Collaborator partnership—to be included in the Strategic Planning
 - Teresa Rafael to participate (by phone) in the Strategic Planning session if possible.

PUBLIC COMMENT

- A question was asked if there is a new board contact list? Yes, emailed to everyone and will post on CTF website.

ADJOURN: Mary thanked everyone for attending the meeting. There being no further business, the meeting was adjourned at 4pm.